

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

TO: Chief Procurement Officer

FROM: Department of Human Services (DHS)/Office of Youth Services
(Department/Division/Agency)

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Description of health and human services:

Request a procurement exemption to purchase residential substance abuse treatment services for youth ages 18 and over who are under the jurisdiction of or are incarcerated at the Hawaii Youth Correctional Facility (HYCF). These youth who are identified with substance abuse treatment needs will remain under the jurisdiction of the HYCF and will be furloughed for treatment at the residential substance abuse treatment services until they are clinically discharged or are released from the program due to jurisdictional reasons.

Name of Service Provider Hawaii Alcoholism Foundation dba Sand Island Treatment Center (SITC)	Cost: A sum of \$130,545 was expended last year for 967 bed days. A bed day is equivalent of one youth residing at the facility for one calendar day. Based on the current trend of referrals of two youth per month, a total NTE \$151,375 is projected for the new fiscal year.	Term of Contract: From: 7/1/03 To: NTE 6/30/04 or until the procurement process is completed and a contract is executed, whichever is sooner. 12/31/03 ASR
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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: An exemption is requested for a period not to exceed one year to enable the OYS to collaborate with ADAD on developing a comprehensive Request For Proposal (RFP) to effectively procure residential substance abuse treatment services for HYCF youth. The RFP will include policies and procedures for a transition plan for youth who may be still actively involved in treatment should a change in service providers occur. Currently OYS does not have the expertise in procuring residential substance abuse treatment programs, a very specialized service area, and will need the time to gain expertise in order to appropriately screen and select the a program for the youth.

During the one-year period SITC will continue providing essential treatment services to the youth and will enable youth currently enrolled in the program to successfully complete their substance abuse treatment. It is incumbent upon the OYS to ensure that youth currently enrolled in the substance abuse treatment program provided by Hawaii Alcoholism Foundation are able to continue their services. Any break in treatment could seriously jeopardize the successful rehabilitation of youth participants. If this request is approved, the eight youth currently participating in the program will not be returned to the HYCF where comparable services are not available.

Beginning FY 04 the HYCF will be billed \$12,375.00 for the first 75 days of treatment per youth. The program will retain a youth until clinically discharged and will not charge OYS for services beyond the initial 75-day treatment period.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The Office of Youth Services will continue to receive services from the current provider to maintain essential services for the HYCF youth who are enrolled at the SITC. The OYS will conduct an open competitive process of acquiring the services of residential substance abuse treatment for incarcerated youth from the HYCF.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

All procurement of services at the OYS is reviewed by the Administrative and Technical Services Officer and the Program Development Officer to ensure the services are essential and the documents are correct and accurate.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:


1. Lillian B. Koller, DHS Director
2. Sharon L. Agnew, Executive Director
3. Keith Yamamoto, Program Development Officer
4. Winifred Doi, Administrative & Technical Services Officer
5. Calvin Sagara, Corrections Program Specialist

Direct questions to:
Calvin Sagara


Phone Number:
587-5723

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☒ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.


Sharon L. Agnew
Executive Director
Office of Youth Services

06/27/03
Date


Lillian B. Koller
Director
Department of Human Services

JUN 27 2003
Date

Chief Procurement Officer's Comments:


Approval is granted from July 1, 2003 to December 31, 2003. A procurement timeline shall be submitted by August 18, 2003 and a brief progress report shall be submitted by October 1, 2003 to the State Procurement Office.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

cc: Administrator
State Procurement Office


Chief Procurement Officer

6/30/03
Date

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